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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 10-35-2

SECURITY
29 January 1963

VISITORS TO VAULTED AREAS

1. In order to maintain proper security within vaulted areas and to prevent the interruption of work in the Center, it is imperative that advanced notification be given to Center components of impending visits by uncleared and cleared non-Center personnel to their areas. Effective immediately, all persons who make arrangements for such visits will notify the Division or Staff Chief, or in his absence the next senior person present, of proposed visits giving as much notice as possible of the visit including the names of individuals, level of clearances and purpose of the visit. No uncleared personnel or cleared non-Center personnel will be permitted in a vaulted area until approval to enter the area has been given by the Staff, Division or Branch Chief controlling the area.

2. Because of the great interest in the building, there will be an increasing number of requests for tours of this facility. All such requests will be coordinated with the Assistant for Administration, [REDACTED] who will maintain the schedule of tours and will insure that appropriate officers including the Office of the Director are notified.

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Executive Director, NPIC

Distribution: No. 3

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GROUP 1
Excluded from automatic
downgrading and declassification